SITE PLAN INFORMATION FOR GRAPHICS ZONING CLEARANCE

You will need to provide the following:

1. Certified Address. Obtain from the City Map Room, 109 North Front St., 3rd floor.

2. Reference the zoning district.

3. Note the reference in feet to nearest street intersection.

4. Show the total area of site and/or density units per acre.

5. Obtain "E" size plot map to engineer's scale with all data layers and tax map label. Obtain from the County Auditor's Office, 373 S. High St., 20th floor (2½' x 3' size). This is necessary when there is no address, temporary signage, and/or to verify parcel numbers.

6. Note the height of the building where applicable.

7. Wall sign must be dimensioned from R.O.W. line to where they are located on the wall.

8. Ground signs need to be dimensioned to a fixed physical object on the site.

9. Note all variances that are current for the site that pertain to graphics number, zoning number, or variance number.

10. Note the setback of the sign from the R.O.W. Ground signs must be setback at least to the minimum required. Ground signs must be drawn to scale on site plan.

11. Include Architectural Review Commission or Area Commission Certificate of Appropriateness if applicable.

12. Label and dimension R.O.W. lines, building setback lines, property lines, and sign setback.

13. Show limitation text, CPD text, etc. and attach to application.

14. Provide a location map of general area.

15. If dealing with wall signs, attach a copy of the building facade showing graphics to each site plan.

16. To apply for a permit, fill out an Application for Installation Permit and submit two (3) complete sets of plans with site plans attached. (Nothing larger than 11" x 17" will be accepted.)

17. Engineer or architect seal must appear on all drawings except where they are using the 1996 Pole Type Sign Standards and 1996 Wall Type Sign Standards from the Central Ohio Sign Association, William H. Shepherd P.E., Inc.

18. Zoning map or page from MapVue showing location.